

Frequently Asked Questions

Q: Where can I get an application?

A: Permit applications can be obtained online at www.centennialco.gov/onlinepermits.

Q: How tall can I build my fence?

A: The maximum height for any fence in a residential zone district is **6 feet**. In some instances, when adjacent to certain zone districts or arterial streets, a taller fence may be permitted. Fences constructed in the front of any residence shall not exceed **4 feet** in height, and must be **50% opaque**. Fences built in commercial and industrial zones may be up to **8 feet** in height, depending on the material/location.

Q: Can my sign be illuminated?

A: Unless specified otherwise, all signs can be **internally** illuminated. Externally illuminated signs are **not permitted**.

Q: Do I need a permit for a temporary sign?

A: **Maybe**. The City does require a permit for certain temporary signs, such as banners, while others may not receive a permit. Contact the City for regulations for your specific type of temporary sign.

Q: Are there any additional restrictions for construction of a fence or sign not found in the Land Development Code?

A: **Yes**. Storage of dumpsters and building materials is not allowed within the public right-of-way. Precautions must be taken to maintain pedestrian and vehicle accessibility and safety at all times. All other City codes and regulations must be followed, including right-of-way regulations and all sections of the City's Land Development Code.

Why Do I Need To Obtain A Fence/Sign Permit?

The City of Centennial requires a permit for all signs for the following reasons:

- To promote the health, safety, and welfare of the public, including the safety of persons and property, by providing construction that does not create a hazard due to collapse, fire, decay, or abandonment.
- To protect the economic and aesthetic value of the community.
- To enhance the appearance of buildings and landscape in the City.

The City of Centennial requires a permit for all new fences to ensure fences comply with placement and height requirements of the City of Centennial Land Development Code.

All fences* and signs that are constructed without a required permit are in violation of the City of Centennial Land Development Code and are subject to enforcement.

If you have other questions not addressed in this informational brochure, refer to the Land Development Code. For fences, refer to **Article 3, Section 12-3-602**. For requirements of signs, refer to **Article 6**. The City's Land Development Code is available for viewing online at: www.CentennialCO.gov

*An ordinance effective September 10, 2012 states that fence permits are no longer required for the replacement of existing fences in the same location, at the same height, and using the same material.



www.centennialco.gov

13133 East Arapahoe Road
Centennial, CO 80112
303.325.8000



FENCE & SIGN PERMITS

Information Guide

A brief overview of fence and sign regulations



HOW DO I GET A PERMIT IN CENTENNIAL?

1. Visit centennialco.gov/onlinepermits

If you haven't already, create an account on the Customer Service Portal and log in.

To get a fence or sign permit in the City of Centennial, the first step is filling out the online permit application form and navigating to the fence or sign permit application located under the Apply -> Permits -> Fence Permit/Sign Permit.

This application form requires information such as:

- Owner information
- Contractor information
- Location of fence/sign (site plan)
- Details and size of fence/sign (illustration of fencing)
- Value of labor/ materials
- Submittal requirements

This online application form **must be completed for any fence*** or sign permit in the City.

**An ordinance effective September 10, 2012 states that fence permits are no longer required for the replacement of existing fences in the same location, at the same height, and using the same material.*

***All contractors must be licensed to do work in the City of Centennial. Contact the City of Centennial Licensing Division at (303) 754-3321 for further information on how to obtain a license.*

2. Submit a copy of a Site Plan or Survey

Along with the online application, you must submit a copy of a site plan. Depending on the location and extent of the fence/sign installation or replacement, City Staff may require a land survey that shows the location of the property lines in relation to the fence/sign. In many cases, a hand drawn or computer generated site plan is acceptable.

Site Plan Requirements:

- Include all measurements from property lines to the proposed fence or sign. **NOTE: The location of a property line is most often NOT along a sidewalk or curb.**
- If submitting for a fence permit, show the specific area where the fence will be constructed, as well as the dimensions of the fence and required setbacks.
- Fences must be **6 inches** from sidewalk, if present or **5 feet** from streets, if no sidewalk present. Fences are not permitted within required site triangles at street intersections or placed within the public right-of-way.

*Example Site Plan (Fence):



*Site Plan Shown 3-Dimensional for Instructional Purposes Only.
Actual Plan Can be 2-Dimensional

CORNER LOTS:

When building or replacing a fence on a corner lot or along a City street, extra care must be taken to avoid placing any part of the fence in the public right-of-way (ROW). If the application calls for a fence to be built or replaced near the property line adjacent to a street, a survey will be required to verify the location of the public ROW before fence permit approval.

- If submitting for a sign permit, mark the location of the building where the sign will be placed, or the location of the site where a monument sign will be placed, and include a copy of the sign elevation drawings.

*Example Site Plan (Sign):



*Site Plan Shown 3-Dimensional for Instructional Purposes Only.
Actual Plan Can be 2-Dimensional

3. Pay the necessary permit fees

To cover the cost of reviews and inspections for each permit, the City requires a **minimum** permit review fee. The minimum review fees are**:

- Fence Permit \$ 20.00
- Sign Permit \$ 50.00

****These are minimum fees. Additional fees may be required depending on the valuation of the proposed work. Fees are due at time of permit issuance and are based on the value of labor and materials. The total fees due can be viewed on the Customer Service Portal under "My Invoices." Reviews are typically completed within **five business days** for all fence/sign permits, assuming a complete application was submitted.**



**Thursdays from 10 a.m - 3 p.m.
Centennial Civic Center 13133
E. Arapahoe Rd.**

We understand that homeowners may need assistance answering questions related to their project, or guidance on how to submit, track, or pay for their permit using the new EnerGov Self-Service portal. For that reason, on Thursdays from 10 a.m. to 3 p.m., Building and Planning staff will be available for over-the-counter consultation and assistance for those people needing help with their project.